



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUN NE WRIGHT MCPEAK, Agency Secretary

Release Date: October 21, 2004

CLASSIFICATION: CORPORATIONS COUNSEL
Positions available in Sacramento and/or Los Angeles

FINAL FILING DATE: UNTIL FILLED

SALARY: \$3834 - \$7386 per month

POSITION LOCATION: Enforcement and Legal Services Division
1515 K Street, Sacramento
320 West 4th Street, Los Angeles

DUTIES AND RESPONSIBILITIES – Responsible for investigations involving violations or suspected violations of law enforced by the department including, but not limited to, the Corporate Securities Law, Franchise Investment Law and Escrow Law. Corporations Counsel interpret, apply, litigate, and enforce laws and regulations pertinent to securities brokers and dealers, investment advisors, financial planners, and certain fiduciaries and lenders. Incumbents assigned to the Enforcement Division are responsible for planning, organizing, directing and conducting litigation of a sensitive nature at the administrative, and trial and appellate levels. Duties of Corporations Counsel include, but are not limited to: researching, drafting of pleadings, preparation and argument of motions, discovery, settlement negotiations and conferences, hearings and trials, post-trial proceedings, appellate level briefs and hearings.

DESIRABLE QUALIFICATIONS

- ◆ Litigation background.
- ◆ Business law background.
- ◆ Ability to work cooperatively and deal effectively with others.
- ◆ Excellent written and verbal communication skills.
- ◆ Well-developed organizational skills.
- ◆ Ability to handle a large and varied caseload.
- ◆ Dependability and the ability to adjust to shifting priorities and meeting deadlines.
- ◆ Ability to use personal computers, including MS Word and Excel.

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE CORPORATIONS COUNSEL LEVEL, THOSE WITHIN TRANSFER RANGE OR HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS AT THE CORPORATIONS COUNSEL LEVEL ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Linda Tessmer at (916) 324-6271 or CALNET 8-454-6271. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA# ENF-200** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#ENF 200)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA #ENF-200 dn

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.